

# APPENDIX B

## FORMS AND EXAMPLES

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# Instructions for Completing the Total Project Budget

## General Information

Each proposal must contain a detailed line item budget broken down into three categories: Personal Services, Operating Expense, and Administrative Overhead. Additionally, the budget must identify the amount being requested from DFG, the amount being provided by the applicant and the total cost for each line item. The amount requested from each source must be divisible by the listed unit cost. The total project budget and task budget must contain all project costs. Budget examples can be found on page B5.

- Projects approved for funding will be required to submit invoices matching this budget format.
- It is recommended you calculate, create and save your budget *in Microsoft Excel®* or similar spreadsheet program, as doing so will avoid costly and unfortunate budget errors; then export your budget to *Microsoft Word®* or compatible word processing program with the rest of your written proposal. If the proposal is funded, the information can be sent electronically to DFG staff without reformatting it. A fill and print budget template is provided on page B4.

## Personal Services Costs

All employee costs required to complete the proposed project.

- List each personnel classification, their total hours, hourly pay rate and the calculated total. **The calculated total must equal the line item calculation, including both the cost-share and requested amounts. (Do not include staff benefits in the hourly pay rate.)**
- A “Staff Benefit(s)” amount must be listed as a separate line item and calculated as a percentage.
- Do not list subcontracts in this section. Subcontracts are listed as Operating Expenses.
- Do not list workers’ compensation insurance in this section. Workers’ compensation insurance is listed as an Operating Expense.

## Operating Expenses

Include all materials, contractual services, equipment, and incidental costs.

*Contractual Services* are those necessary for the implementation of the proposal for which the applicant will subcontract. These services are undertaken by a provider external to the applicant’s organization.

- List each subcontractor on a separate line.

## Other Operating Expenses: Expenses related to the operation of the proposal.

- Provide as much cost detail as possible and practical. Use unit costs when applicable (per lb., per day, cubic yard, linear foot, etc.).
- Purchase of equipment with DFG funds is not normally allowed. See *Part II, #2 Project Budget*, for equipment definitions and restrictions.

## Travel

Expenses must be consistent with state guidelines for reimbursed travel expenses. Per Diem and mileage rates may not exceed State of California standards: lodging \$84 plus tax (certain counties have a higher standard), per diem \$40 per day, and 55 cents per mile (based on traveling over a 24 hour trip). State guidelines can be found at <http://www.dpa.ca.gov/jobinfo/statetravel.shtml>.

## **1602 Permitting Fees**

Fish and Game Code, Section 1609 authorizes the Department to recover the total costs it incurs to administer and enforce its Lake and Streambed Alteration Program by charging applicant fees for Lake and Streambed Alteration Agreements. The actual fees charged will depend on the total cost of the project. Forms are available on the Lake and Streambed Alteration Agreements website at <http://www.dfg.ca.gov/habcon/1600/>.

## **Administrative Overhead**

Administrative overhead should be applied only to projected administrative costs that cannot be recovered in other budget categories.

- Administrative overhead in excess of 10% must be justified on a separate attachment.

## **Cost Share Funds**

Cost share can be either money, or resources other than money, provided by the applicant and/or the applicant's partners (e.g., private companies, non-profit organizations, public agencies and/or other entities) involved in the implementation of the proposed project. Cost share examples are as follows:

1. Cost share not suitable: projects, personnel or supplies and equipment previously funded by the Department; cost share funds that will not be acquired by May 1, 2010.
2. Soft cost share: salaries of permanently funded employees working for the applicant or its partners (i.e., state, federal and local government employees, employees of non-profit organizations, etc.); office space, equipment, and supplies; pre-existing vehicles, administrative overhead.
3. Hard cost share: all out-of-pocket costs specifically associated with the proposed project (i.e., the cost of subcontractors, fuel, outside printing of educational and outreach materials, riparian plants, equipment (pro-rated or rental rate), skilled labor, cash, subcontractors, permits, and easements.

- Cost share funds percentage is calculated as follows:

$$\% \text{ Soft Cost Share} = (\text{Soft Cost Share Funds} / \text{Total Project Cost}) \times 100$$
$$(\text{_____} / \text{_____}) \times 100 =$$

$$\% \text{ Hard Cost Share} = (\text{Hard Cost Share Funds} / \text{Total Project Cost}) \times 100$$
$$(\text{_____} / \text{_____}) \times 100 =$$

$$\text{Total Project Cost} = \text{Total Amount Requested} + \text{Total Amount of Cost Share}$$

**IMPORTANT NOTE:** PROJECTS WITH FEDERAL COST SHARE MUST INDICATE THE SOURCE AND DOLLAR AMOUNT ON THE LAST TWO LINES OF THE BUDGET AS SHOWN. FAILURE TO PROVIDE THIS INFORMATION WHEN APPLICABLE MAY BE CONSIDERED NON-RESPONSIVE AND/OR RESULT IN THE WITHDRAWAL OF FUNDING APPROVAL.

Cost share scoring matrix from level of soft and hard matching funds and resources:

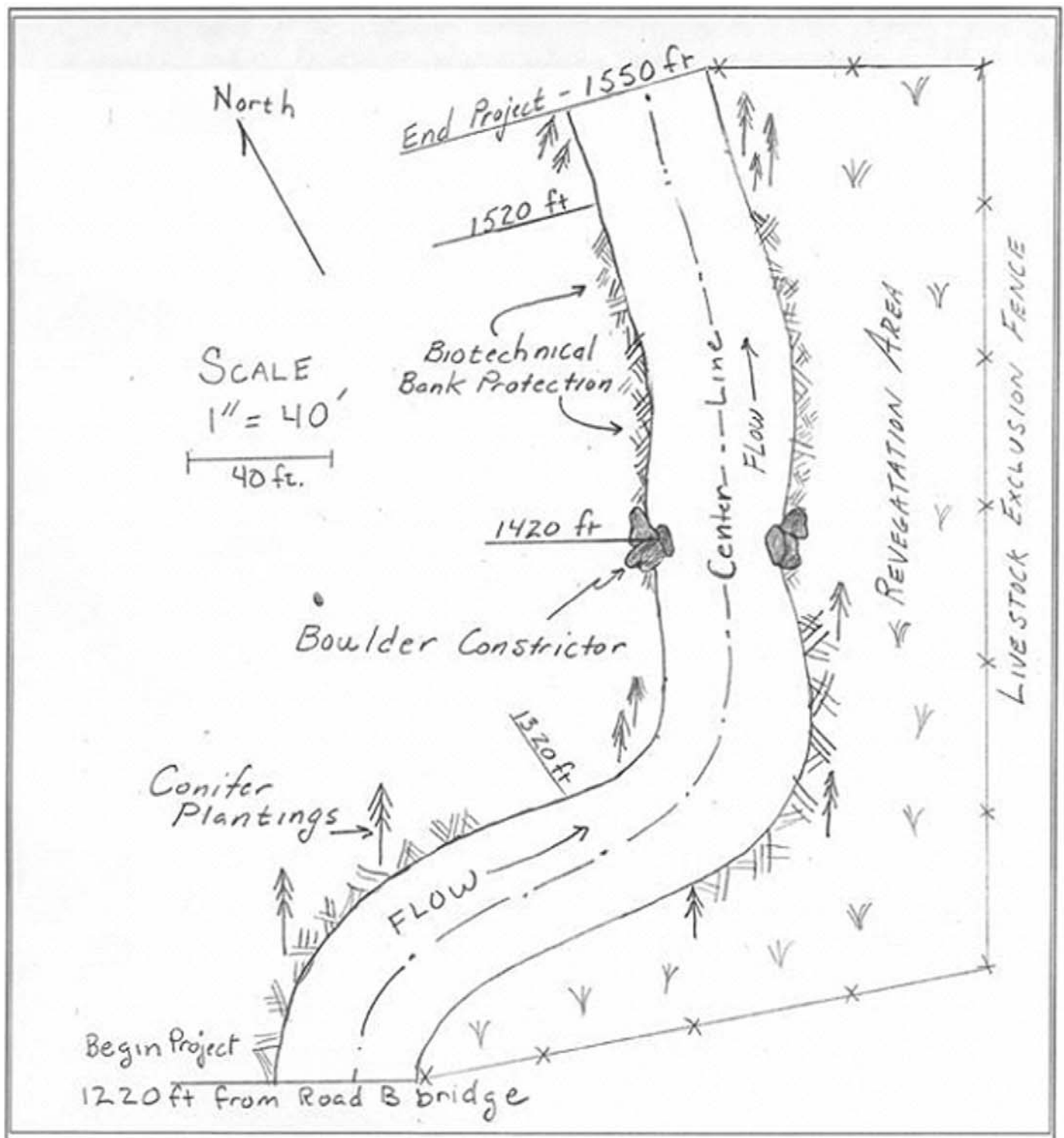
Example Total Project Budget

Trickle Creek Restoration Project						
				Amount Requested	Amount of Cost Share	Total Project Cost
<b>PERSONAL SERVICES</b>						
<b>Level of Staff</b>	<b>Number of Hours</b>	<b>Hourly Rate</b>				
Project Coordination; Planning	80	\$30.00		\$1,500	\$900	\$2,400
Project Leader	705	\$20.00		\$12,100	\$2,000	\$14,100
Field Laborers	1880	\$11.00		\$20,680		\$20,680
Subtotal				\$34,280	\$2,900	\$37,180
Staff Benefits @ 30%				\$10,284	\$870	\$11,154
<b>TOTAL PERSONAL SERVICES</b>				<b>\$44,564</b>	<b>\$3,770</b>	<b>\$48,334</b>
<b>OPERATING EXPENSES</b>						
<b>Description</b>	<b>Number of Units</b>	<b>Units</b>	<b>Unit Price</b>			
Subcontractors						
Bobcat Tractor	2	days	\$500.00	\$1,000		\$1,000
<b>Materials and Supplies</b>						
Fence supplies, including but not limited to:						
Fencing and barbed wire	1800	linear ft.	\$5.50	\$9,900		\$9,900
Corner, line, tee posts and caps	450	ea.	\$13.00	\$3,250	\$2,600	\$5,850
Gates/fencing panels	4	ea.	\$121.00	\$484		\$484
Ties, fasteners, crimp sleeves, stay wire		bulk		\$825		\$825
Concrete anchors	50	cu. yd	\$30.00	\$1,500		\$1,500
Trees: Purchased or Grown	500	ea.	\$4.00	\$0	\$2,000	\$2,000
Bulrush, delivered	10	cu. yd	\$100.00	\$0	\$1,000	\$1,000
Tree cages	500	ea.	\$5.49	\$1,098	\$1,647	\$2,745
Bagging material for Bulrush	500	ea.	\$2.00	\$0	\$1,000	\$1,000
Equipment rental: Excavator	20	hours	\$65.00	\$650	\$650	\$1,300
Tree Propagation Supplies: Vitamins, Root Hormones, etc.				\$0	\$500	\$500
Lodging	5	days	\$84.00	\$252	\$168	\$420
Per Diem	5	days	\$40.00	\$120	\$80	\$200
Mileage	3,645	miles	\$0.485	\$1,768		\$1,768
Workers Compensation Insurance				\$1,788		\$1,788
Tools and Instruments				\$0	\$5,500	\$5,500
Permits 1602				\$750		\$750
<b>TOTAL OPERATING EXPENSES</b>				<b>\$23,385</b>	<b>\$9,645</b>	<b>\$33,030</b>
SUBTOTAL				\$66,949	\$13,415	\$81,364
ADMINISTRATIVE OVERHEAD @			10%	\$6,695	\$1,342	\$8,137
<b>GRAND TOTAL</b>				<b>\$73,644</b>	<b>\$14,757</b>	<b>\$89,501</b>
SOFT COST SHARE PERCENTAGE 4%						
HARD COST SHARE PERCENTAGE 11%					\$5,900	
SOURCE AND AMOUNT OF COST SHARE :				Federal; NRCS =	\$8,857	
				Applicant =	\$8,840	

## Budget Template

Total Project Budget						
(Project Name)						
				Amount Requested	Amount of Cost Share	Total Project Cost
<b>PERSONAL SERVICES</b>						
<u>Level of Staff</u>	Number of Hours	Hourly Rate				
Subtotal						
Staff Benefits @     %						
<b>TOTAL PERSONAL SERVICES</b>						
<b>OPERATING EXPENSES</b>						
Description	Number of Units	Units	Unit Price			
<u>Subcontractors</u>						
<u>Materials and Supplies</u>						
Lodging		Days				
Per diem		Days				
Mileage		Miles				
Workers Compensation Insurance						
Permits and Licenses						
<b>TOTAL OPERATING EXPENSES</b>						
SUBTOTAL						
ADMINISTRATIVE OVERHEAD @    %						
<b>GRAND TOTAL</b>						
SOFT COST SHARE % _____						
HARD COST SHARE % _____						
SOURCE AND AMOUNT OF COST SHARE :						

**EXAMPLE**  
**Plan-View Diagram**



PLAN VIEW: TRICKLE CREEK RESTORATION PROJECT No. 1

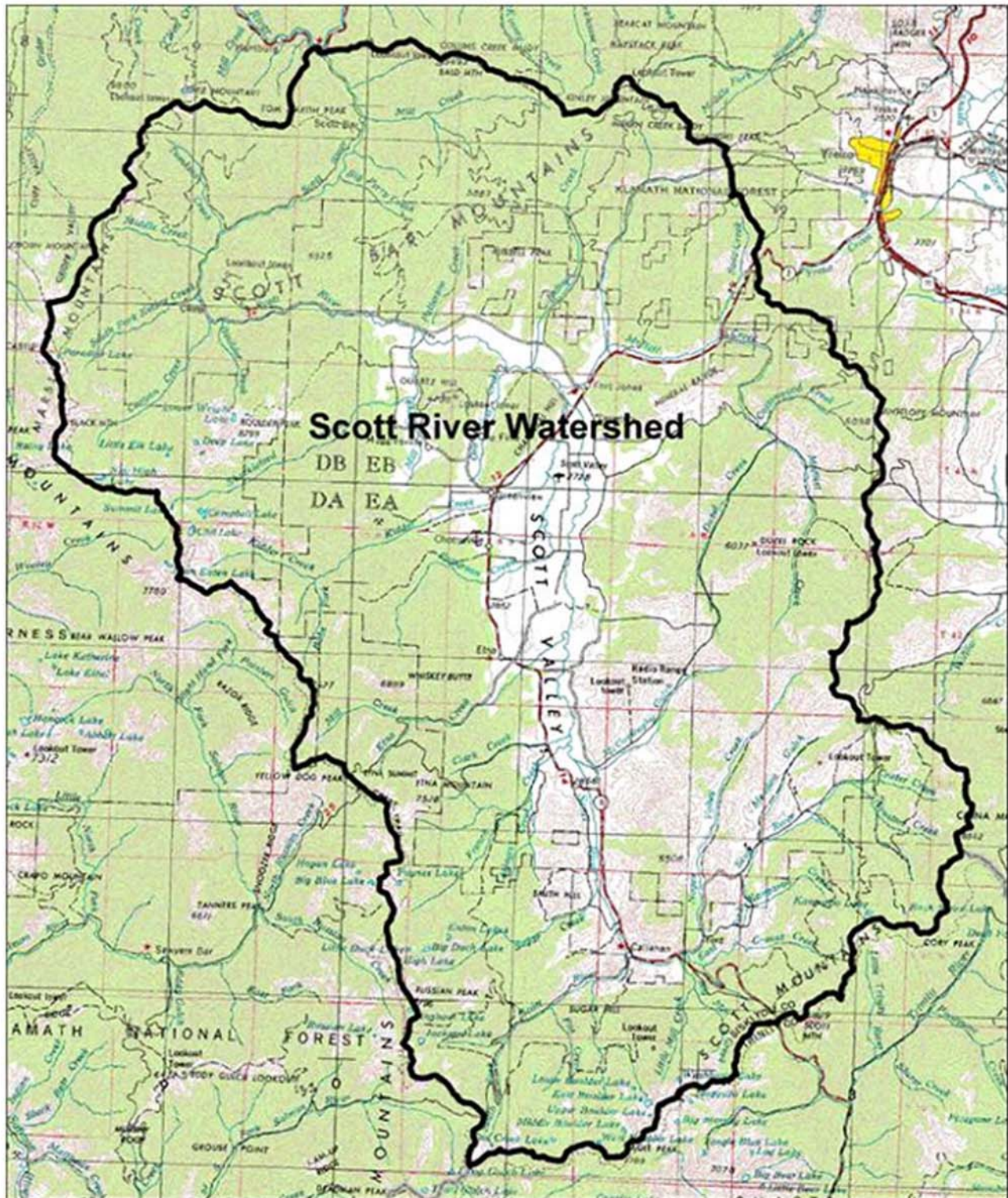
## 7.5 Minute Quad Map



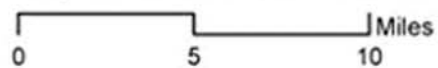
A horizontal number line with tick marks at 0, 0.5, and 1. The word "Miles" is written at the right end of the line.



## EXAMPLE Watershed Map



Project Site: Scott River Watershed

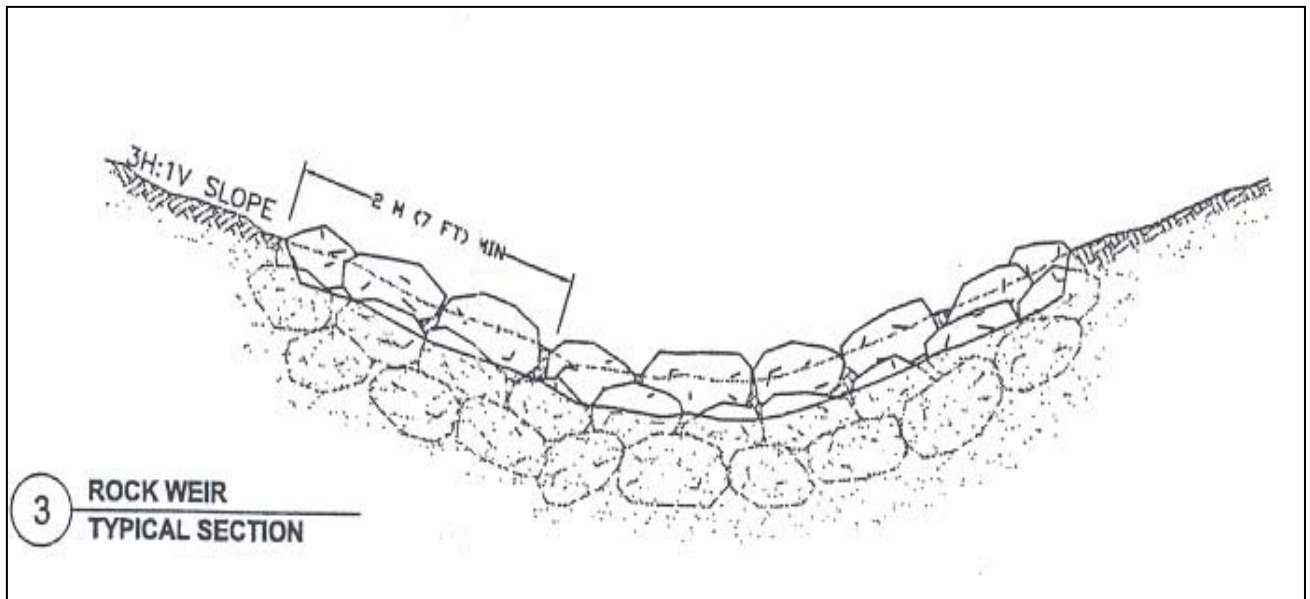




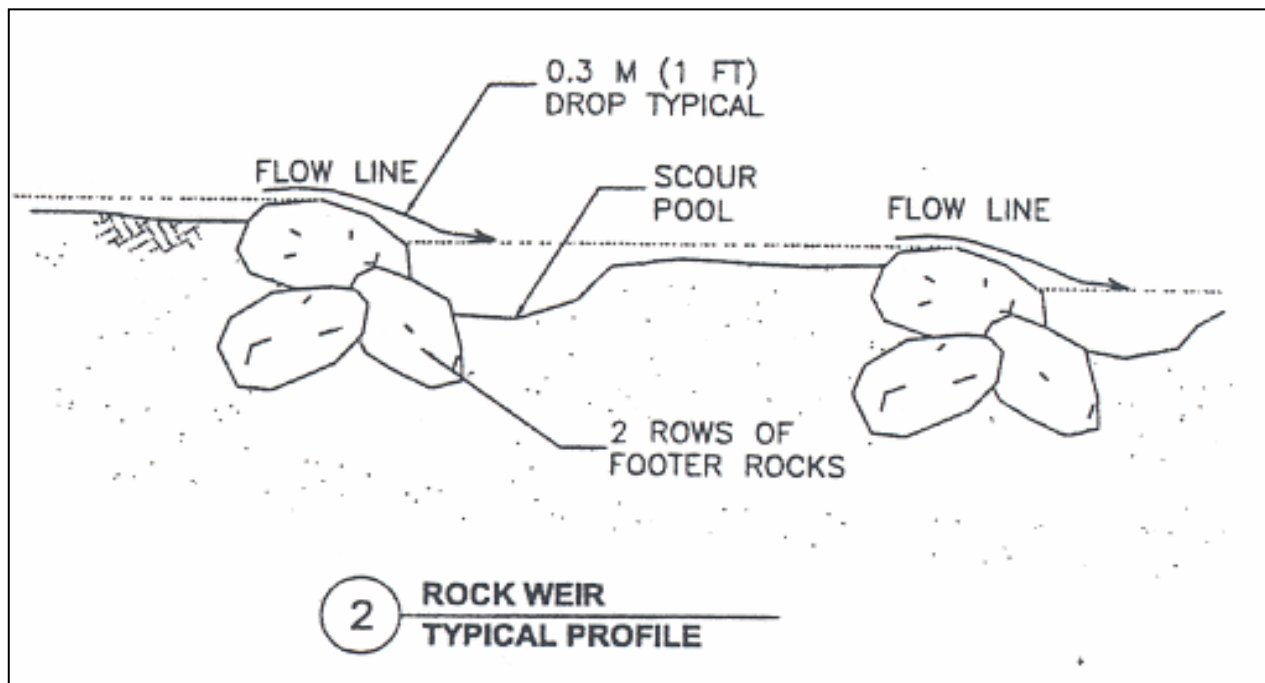
# EXAMPLES

## Diagrams

### Cross section view

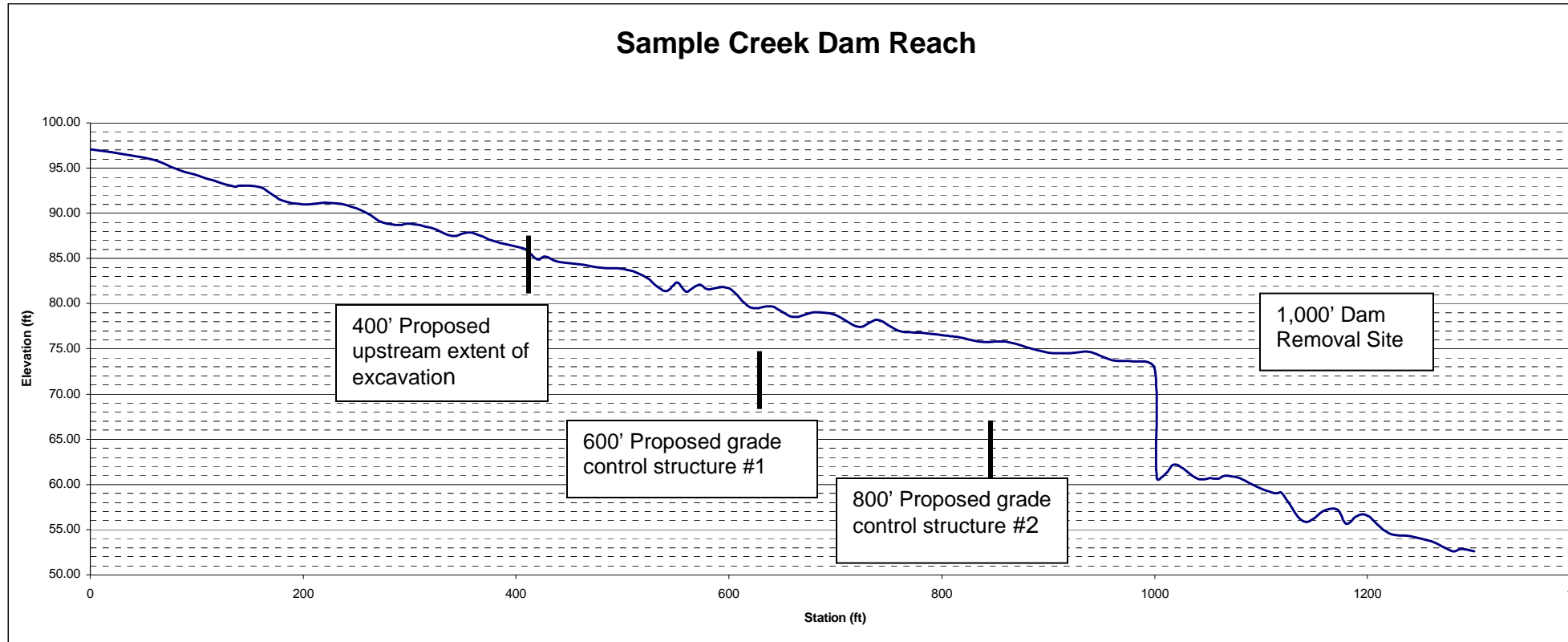


### Longitudinal View



# EXAMPLE

## Longitudinal Profile



# EXAMPLE

## Provisional Landowner Access Agreement

(Name of Applicant)

(Address)

(City, CA Zip)

### Access/Entry Agreement

(Project Title)

#### I. PURPOSE

The following agreement details requirements of both the landowner and the (applicant name) regarding the (project name). Said property is located (two miles upstream) of (creek name), tributary to (tributary name).

I, (landowner name), hereinafter called "Landowner", am aware that a habitat restoration project grant application has been submitted to the California Department of Fish and Game (DFG) for funding. The project has been explained to me by the (applicant name). I support the goals of the project. If the project is selected for funding, the Landowner will enter into a ten year landowner agreement that will be project specific.

#### II. ACCESS PERMISSION

Landowner hereby grants (applicant's name), DFG representatives permission to enter onto real property owned by the Landowner to perform pre-project evaluation. Access shall be limited to those portions of Landowner's real property where actual restoration work is proposed to be performed and those additional portions of real property that must be traversed to gain access to the work site. The applicant will contact the Landowner at least 72 hours prior to any visit. At no time will DFG representatives access the property without the applicant unless expressively given permission by the Landowner.

#### III. DURATION OF NOTICE

The term of this agreement shall commence upon signing of this Agreement and terminate on (end date).

#### IV. LIABILITIES

Reasonable precautions will be exercised by (applicant name) to avoid damage to persons and property. (Applicant name) agrees to indemnify and hold harmless the Landowner and agrees to pay for reasonable damages proximately caused by reason of the uses authorized by this agreement, except those caused by the gross negligence or intentional conduct of the Landowner.

\_\_\_\_\_  
Landowner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature  
(Name of company, organization or agency)

\_\_\_\_\_  
Date